

EDITED KSA LISTING

CLASS: CORRECTIONAL CASE RECORDS MANAGER

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of determinate and indeterminate sentencing laws, parole laws and case laws in order to accurately compute dates (e.g. lifer hearings, release date, etc.), identify sentencing or clerical errors, and conduct audits (e.g. intake, 60-day, parole, etc.).
K2.	Advanced knowledge of the classification process and purposes, activities, regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR), the Board of Parole Hearings (BPH), and Department of Justice as they relate to case records in order to effectively communicate with other departments and agencies, to conduct audits, to comply with policies and laws, etc.
K3.	Comprehensive knowledge of correctional administration in order to function and interact with various divisions in a correctional and/or parole setting.
K4.	Comprehensive knowledge of documents and forms contained within the central file, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records in order to compute accurate parole and discharge dates, respond to inquires, ensure public safety, etc.
K5.	General knowledge of principles and methods of training to determine training needs, evaluate training results, to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the CDCR.
K6.	Comprehensive knowledge of information disclosure statutes and departmental guidelines to determine the release of information (e.g. operational procedures, inmate/parolee information, etc.).

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K7.	Advanced knowledge of CDCR and other automated record-keeping systems such as Automated Release Date Tracking System (ARDTS), Offender Based Information System (OBIS), Revocation Scheduling and Tracking System (RSTS), California Law Enforcement Telecommunications System (CLETS), Distributed Data Processing System (DDPS), a Central File Tracking System, etc., in order to track inmates/parolees, their records and release/discharge dates, and evaluate the information received from these systems.
K8.	Broad knowledge of a managers' role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K9.	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage a case records operation.
K10.	Comprehensive knowledge of departmental instructional and informational memorandums, policies, administrative bulletins, etc. in order to apply the information and requirements in the management of a case records operation.
K11.	Comprehensive knowledge of inmate sentence credit reduction eligibility in order to conduct audits, produce accurate parole/release dates, and ensure public safety.

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	Skill to:
S1.	Skill to define and interpret legal documents, statutes, classification actions, BPH decisions, case laws, departmental policies and procedures, etc. in order to take appropriate action and apply the information in the management of case records operations, produce an accurate parole and/or discharge date, and ensure public safety.
S2.	Skill to analyze documents relevant to case records in order to ensure compliance with statutes, policies, procedures, laws, rules, etc.; compute a parole and/or discharge date, etc.; and recognize and correct discrepancies/irregularities.
S3.	Skill to prepare accurate and concise reports, letters, memorandums, and notices in order to correct discrepancies, provide information, document data, etc. as it relates to case records operations.
S4.	Skill to make accurate mathematical computations in order to audit data and compute accurate parole, discharge review, hearings, and/or discharge dates.
S5.	Skill to prioritize workload and meet time constraints in order to effectively manage a case records operation, and comply with policies, procedures, laws, rules, etc.
S6.	Skill to make sound decisions and recommendations related to the correctional case records operation in order to determine and implement effective and appropriate course of action.

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S7.	Skill to progressively perform more difficult and analytical tasks in the correctional case records operation in order to ensure compliance with statutes, policies, procedures, laws, etc.; compute a parole and/or discharge dates, etc.; and recognize and correct discrepancies/irregularities.
S8.	Skill to apply a broad range of highly technical data to individual cases in order to ensure compliance with statutes, policies, procedures, laws, etc.; provide information, conduct accurate audits, compute parole and discharge dates, etc.; and make sound decisions and recommendations.
S9.	Skill to communicate effectively in order to provide information, build and maintain working relationships, understand directions, and complete written documents (e.g. memos, letters, forms, reports, etc.) required for successful job performance.
S10.	Skill to disseminate accurate information to departmental staff, administrative, legislative, and judicial agencies, attorneys, the general public, etc. in order to resolve discrepancies, obtain clarification, ensure public safety, respond to inquiries, etc.
S11.	Skill to operate a computer to access, enter, and retrieve information, and resolve discrepancies, etc.
S12.	Skill to plan, organize, and direct the work of others to effectively manage a case records operation.
S13.	Skill to project/plan for future needs (e.g. staffing, overtime, training, equipment, supplies, etc.) in order to ensure adequate resources to maintain/manage a case records operation.
S14.	Skill to effectively contribute to the Department's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.

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	Ability to:
A1.	Ability to learn, understand, retain, and recall a broad range of highly technical data in order to provide information, conduct accurate audits, compute parole and discharge dates, etc., and make sound decisions and recommendations.
A2.	Ability to lift, pull, and carry boxes and files weighing up to 40 pounds in order to access and/or move inmate/parolee records.
A3.	Ability to bend, stoop, and reach in order to access and/or move inmate/parolee records.

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	Willingness Statements:
W1.	Willingness to work in a correctional setting, aware of safety concerns, and act in an appropriate manner.
W2.	Willingness to assume progressively greater responsibility in the performance of job duties.
W3.	Willingness to travel when required in order to attend meetings, participate in special projects, and/or give expert testimony in court.
W4.	Willingness to be exposed to potentially graphic or discomfoting information located within central files, in a court setting, etc.
W5.	Willingness to work long and unusual hours based on operational needs to effectively perform the duties of the job.
W6.	Willingness to maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of the job.
W7.	Willingness to work in a high volume fast paced environment to effectively perform the duties of the job.